

## MILPERSMAN 1221-021

### NAVY ENLISTED CLASSIFICATION (NEC) CODE AWARD AND REMOVAL PROCEDURES

<b>Responsible Office</b>	NAVPERSCOM (PERS-4013)	Phone:	DSN COM FAX	882-2751 (901) 874-2751 (901) 874-2027
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

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<b>Reference</b>	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupation Standards, Volume II Navy Enlisted Classifications
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1. **Purpose.** This article establishes Navy-wide procedures for submitting a request to award, remove, or archive a Navy Enlisted Classification (NEC) code.
2. **Policy.** Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate enterprise Training Activity Resource System (CeTARS) as outlined in NETCINST 1510.1A. This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through on-the-job-training and factory training are not automatically assigned. In those cases in which NEC assignments are not restricted to mandatory completion of applicable courses or factory training, recommendations should be forwarded for assignment of NECs to the Navy Personnel Command (NAVPERSCOM), NEC Analysis and NMP (Navy Manning Plan)/Requisition Office (PERS-4013C2), by submitting NAVPERS 1221/6, Navy Enlisted Classification Change Request. This form was devised to provide a standard Navy-wide format for naval activities reporting NEC data for inclusion into the Navy Enlisted Personnel System and Inactive Manpower and Personnel Management Information System.

3. **Instructions.** NECs (except Defense Grouping NECs) may be awarded, archived, or removed as follows:

a. To remove or archive an NEC code, submit NAVPERS 1221/6 with the endorsement of the commanding officer or officer in charge to NAVPERSCOM (PERS-4013C2).

b. To request an NEC be awarded, enlisted personnel must meet the requirements of reference (a), Chapter 4. Submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013C2).

4. **Submission of Requests.** Requests can be submitted via mail, email, or facsimile. If submitting a request for the same NEC, but more than one member, enter "see attached" on blocks 1 and 2. Attach a list with the rate, name, and last 4 of the member's social security number to the NAVPERS 1221/6.

- Send facsimile to 901-874-2027, address the request to NAVPERSCOM (PERS-4013C2)
- Send email requests to **MILL\_NEC\_REQUEST@navy.mil**
- Mail requests to Navy Personnel Command, PERS-4013C2, 5720 Integrity Drive, Millington, TN 38055-3340

5. **Location of NAVPERS 1221/6 form.** A fillable electronic version of can be located at reference (a), Appendix B or the following Web site  
<http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/> .